



**UNITED STATES MARINE CORPS**  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
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CO

NOV 03 2008

POLICY LETTER 10-08

From: Commanding Officer  
To: Distribution List

Subj: COMMAND POLICY CONCERNING SPECIAL LIBERTY

1. Purpose. The objective of this policy is to establish an incentive for Marines and Sailors of the command to conduct themselves, at all times, in a manner keeping with our core values and to apply appropriate safety practices while in a duty, leave or liberty status. It provides Company Commanders a tool for rewarding appropriate conduct and sound decision making at all times. Companies meeting the criteria outlined in this policy letter will be granted a 72 hour liberty period.

2. Cancellation. This Policy Letter will remain in effect until revision or when directed by the appropriate authority.

3. Information

a. It is important that we encourage company leadership to promote sound judgment and decision making while on leave, liberty, and during off duty recreation. Therefore, a company that participates in 90 days of mishap/liberty incident free periods will be granted a period of 72 hours of liberty at the Battalion Commander's discretion.

b. A mishap occurs as a result of failing to identify and reduce or eliminate hazards. Negligence by the individual Marine will be determined by the Investigating Officer at the conclusion of the investigation. Liberty incident is defined as anything punishable under the Uniformed Code of Military Justice while in a leave or liberty status.

c. Company Commanders will:

(1) Brief the Company status to the Battalion Commander and Company personnel on a monthly basis.

(2) Brief the Company personnel on any incident that precludes the Company from attaining special liberty.

(3) Inform the safety officer of any casualty reports and motor vehicle accidents whether on or off a DOD installation.

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(4) Request a 72 hour liberty period from the Battalion Commander after 90 days of mishap/incident free time.

(a) The time periods will correspond to fiscal quarters beginning 1 October thru 31 December for the first quarter. The second quarter will start 1 January and end 31 March. The third quarter will begin 1 April and end 30 June. Finally the fourth quarter will begin 1 July and end 30 September.

(c) The aforementioned request will include concurrence from the safety officer.

(5) Ensure that Marines and Sailors who fail to uphold the standards receive the following guidance/support:

(a) Be placed on the force preservation program.

(b) If alcohol is involved the offending Marine or Sailor will be referred to the SACO for induction into the appropriate level of substance abuse counseling.

d. The Battalion Safety Officer will:

(1) Reconcile the OOD log book on a frequent basis.

(2) Track incidents via the Naval Safety Center Web Enabled Safety System (WESS).

(3) Make liaison with Company Commanders in order to reconcile the WESS and OOD log book at the 20, 50 and 80 day mark.

(4) Attend the Battalion's weekly legal meeting.

(5) Provide each Company Commander a written report outlining the incidents in the WESS system.

(6) Provide negative reports to the Battalion Commander and Sergeant Major at the 80 day mark.

4. Scope. This policy pertains to all personnel assigned to the Chemical Biological Incident Response Force.



J. M. POLLOCK